

ATTENTION JEFFERSON COUNTY PROVIDERS!

Starting August 1, 2011, the state of Wisconsin is changing the process for payments to the providers. You must follow the instructions in this packet or you will not be paid for your services after August 1, 2011. We have included information on our website listed above to assist you in this process. Go to the webpage www.jeffersoncountywi.gov and click on *Human Services* under Department on the right, then click on *Providers* on the left under General information. There you will find the forms we need sent to us within 30 days.

1. Form W-9 (Request for Taxpayer Identification Number and Certification)
2. Third Party Administration (TPA) Children's Medicaid Waivers Provider Billing and Service Information

Please mail or e-mail these forms to:

Joan Daniel
Jefferson County Human Services
1541 Annex Rd
Jefferson, WI 53549
joand@jeffersoncountywi.gov

Also, enclosed is the CLTS Waivers Claim Form that you will need beginning August 1, 2011 to submit claims. Please make plenty of copies of this form for future submissions. A copy of this form will also be available on our website. Jefferson County will send an authorization form to the providers and WPS for the waiver services. The claim form cannot be submitted until you receive the authorization form. Non-waiver services will still be paid by Jefferson County.

Please mail the Claim Form to:
Bureau of Long-Term Support CLTS Waivers
c/o WPS Insurance Corporation
PO Box 14517
Madison, WI 53708-0517

Enclosed is letter designed by the State of Wisconsin to assist in further explaining the transition to the third party administrator program. Your prompt attention to this matter is appreciated.

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT

Serving the Residents of Jefferson County

1541 Annex Rd, Jefferson, WI 53549-9655

Ph: 920-674-3105

Fax: 920-674-6113

To: Wisconsin Medicaid Waiver Service Providers

From: Joan Daniel, Administrative Services Division Manager

Date: June 2, 2011

Re: Revised Children's Long-Term Support Waivers Claims Submission and payment process

The Centers for Medicare & Medicaid Services (CMS) has issued requirements for standardized statewide claims handling and data collection processes for renewal of the Children's Long-Term Support (CLTS) Waivers. To comply with these CMS requirements, the Department of Health Services, Division of Long Term Care (DLTC), Bureau of long-Term Support (BLTS) is implementing a Third Party Administrator (TPA) to centralize and standardize statewide claims processing, provider payment functions, waiver service data reporting, and issuance of 1099s for all agencies administering the CLTS Waivers. The Department's TPA vendor is Wisconsin Physicians Service and the revised claims processing will result in an efficient claims data reporting process and prompt payments to providers.

Jefferson County is scheduled to make the transition to TPA claims processing effective August 1, 2011. Jefferson County will continue to coordinate and authorize CLTS Waiver services with you as they do currently. For services provided on or after August 1, 2011, however, you will submit your claims for waiver payment to the TPA and you will be paid by the TPA.

To assure prompt payment of your claims, the Bureau of Long-Term Support must obtain accurate and current information for each provider that may be authorized to perform services covered under the CLTS Waivers. This includes Taxpayer Identification Numbers, servicing and billing addresses, and other information required to properly process claims and meet governmental reporting requirements.

Please complete and return the enclosed Form W-9 (Request for Taxpayer Identification Number and Certification) and Additional Provider Data documents to the contract listed below within 30 days. You may submit your completed documents by mail or email to:

Joan Daniel
Jefferson County Human Services
1541 Annex Rd.
Jefferson, WI 53549
JoanD@jeffersoncountywi.gov

In the coming weeks you will receive notice of further details regarding the changes to CLTS Waivers claims processing and will be provided the opportunity to participate in provider training sessions hosted by BLTS and WPS. In addition, DHS and WPS have developed a web-based provider TPA training seminar, which a link is available at our website under *Human Services*, then *Providers* or the link below:

<http://dhsmedia.wi.gov/main/Viewer/?peid=7275cd62c8d34c34a1f13fb06f26b7ed>

Thank you very much for your assistance as we move forward with these new processes for submitting CLTS Waiver claims and payment issuance.